

Verification Worksheet Instructions

1. Start by identifying yourself. Write in your agreement number, your SFA name, check whether you are a public or private SFA and fill in the school year this report is for, i.e. School Year 2005-2006.
2. The left side of the form, Section I, is for reporting Pre-Verification information about enrollment, application and student eligibility information.
3. Start by checking the the type of application you use. Unless you are doing something we don't know about, the answer should be Household for everyone.

Worksheet Numbers 2, 3 and 4-5 column A figures report as of the last operating day of October

4. In column 2 A report the total number of schools you have operating the National School Lunch Program and/or the School Breakfast Program if you have any schools that have a breakfast program that do not have a lunch program.
5. In 3 A write down the total number of students with access to the NSLP enrolled in the schools you entered in 2 A.
6. In column 2 B enter the total number of Provision 2 or 3 schools you currently have that are NOT operating a base year. Put a "X" in this box if it does not apply to your SFA (meaning your SFA does not have any Provision schools).
7. And in 3 B enter the total number of students with access to the NSLP enrolled in Provision 2 or 3 schools. Again, put a "X" in this box if it does not apply to your SFA (meaning your SFA does not have any Provision schools).
8. Starting with number 4, the column headings are different than they were for 2 and 3. This caused a lot of confusion last year. Column A reflects students and column B reflects applications.

Worksheet Numbers 4-5 column B figures report as of October 1st

9. For item number 4, in column A, enter the total number of free eligible students as of **the last operating day of October**. Don't report anything in column B for item 4.
10. In 4-1, report the total number of students eligible for free meal benefits whose eligibility is based on Direct Certification, on the homeless list, on the migrant or runaway list, income eligible Head Start or pre-K Even Start. For 4-1 you don't need to report anything in column B
11. Item 4-2 deals with categorically eligible students and applications. Report the total number of students certified as eligible from categorical applications in Column A **as of the last operating day of October**. Report the total number of approved categorical applications in Column B **as of October 1st** reflective of the students you reported in 4-2 Column A. REMEMBER: Do your best to reduce or eliminate this group of applications by using direct certification.
12. Item 4-3 deals with income eligible students and applications. Report the total number of students certified for free meals based on Income eligibility in Column A **as of the last operating day of October**. Report the total number of income applications approved for free meals in Column B **as of October 1st** reflective of the students you reported in 4-3 Column A.
13. For item 4-4, in column A report the total number of free eligible students in Provision 2 or Provision 3 schools that are not in a base year. This number is determined by adjusting the total number of free eligible students in the base year to reflect current enrollment. Nothing is needed in column B. Again, put a "X" in this box if it does not apply to your SFA (meaning your SFA does not have any Provision schools).
14. If you add up the number of students you reported in column A for items 4-1, 4-2, 4-3 and 4-4 the sum should match the number you reported for item 4. If it doesn't, you've missed someone. Check your numbers and make the necessary correction. This is an edit check so don't force the numbers; make sure you find the mistake.
15. In item 5, column A, report the total number of students eligible for reduced-price meals **as of the last operating day of October**. In column B, report the total number of approved reduced-price applications on file as of **October 1st** reflective of the number of students you reported in column A.
16. For item 5-1, in column A report the total number students eligible for reduced-price meals Provision 2 or Provision 3 schools that are not in a base year. Remember, this number is determined by adjusting the total number of reduced-price eligible students in the base year to reflect

current enrollment. Again, put a “X” in this box if it does not apply to your SFA (meaning your SFA does not have any Provision schools).

17. Now, if you add the numbers in column B for items 4-2, 4-3, and 5 – this is the number of total applications on file that you use to calculate the number of applications that you need to verify.
18. The right side of the form, Section II, is for reporting the results of verification by Application Type (categorical, free based on income, and reduced-price applications)
19. For item 6 report the method of verification used. The type of verification has changed this year to Basic, 3% alternate sample and 1% PLUS alternate sample. Use whatever type you have signified on your Schedule A that you will complete.
20. Items 7 through 11 deal with the results of verification, specifically the number of applications and the number of students whose status did not change, changed to free, changed to reduced price, changed to paid, and those whose benefits were terminated because they did not respond.
21. For each of these results, report the number of students and applications who were originally categorically eligible in Column A, Free eligible based on income in Column B, and Reduced Price Eligible in Column C.
22. Item 12 is for reporting the number of applications and students who were terminated because they failed to respond to the verification request, but then reapplied and were re-approved for benefits on or before February 15.

Dates to Remember

1. October 1st - Your selection of applications to verified need to be identified. And data for 4-5 column B of Verification Worksheet are completed. Make sure that you have had a second person complete the Compliance Review.
2. October 31st - Date you report for items 2, 3 and 4-5 column A on your Verification Worksheet.
3. November 15th - Verification is complete. If your SFA had no non-respondents, go ahead and complete your Verification Worksheet and sent it in to the State Office.

4. February 15th - Non-respondents have reappied and been reapproved on or before this date.
5. March 1st - Verification Worksheet is due in the State Office.

Questions

Please feel free to contact me at:

Ruth Masnica, Research Analyst
Utah State Office of Education
Child Nutrition Programs
(801) 538-7603

Ruth.Masnica@Schools.Utah.gov